



Presentation Skills for Executive Presence and Impact

Many studies have found that public speaking is the number one fear amongst most people, outranking flying, snakes, insects, and even death. Ironically, it is also one of the skills that can make or break a person's career. Your participants will be provided a strong set of skills that will complement their current presentation skill set.

The *Presentation Skills* workshop will give participants some presentation skills that will make speaking in public less terrifying and more enjoyable. This workshop includes topics that participants can look forward to including: creating a compelling program, using various types of visual aids, and engaging the audience.

Workshop Objectives:

- Perform a needs analysis and prepare an outline
- Select presentation delivery methods
- Practice verbal and non-verbal communication skills
- Knock down nervousness
- Develop and use flip charts with color
- Create targeted PowerPoint presentations
- Utilize white boarding for reinforcement
- Describe how video and audio enhance a presentation and list criteria for determining what types to use
- Enrich the learning experience with humor, questions, and discussion.



Course Outline:

Module One: Getting Started
Module Two: Creating the Program
Module Three: Choosing Your Delivery Methods
Module Four: Verbal Communication Skills
Module Five: Non-Verbal Communication Skills
Module Six: Overcoming Nervousness
Module Seven: Creating Fantastic Flip Charts

Module Eight: Creating Compelling PowerPoint Presentations
Module Nine: Wow 'Em with the Whiteboard
Module Ten: Vibrant Videos and Amazing Audio
Module Eleven: Pumping it Up a Notch
Module Twelve: Wrapping Up